

MOS-AXP

Microsoft

Access 2002 Core

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QUESTION 1

In Report Print Preview it is NOT possible to _____.

- A. Zoom in and out
- B. Access Setup to change the margins, page orientation, paper size, or column options.
- C. Edit or enter records
- D. View more than one page
- E. Print the report

Answer: C

Explanation: It is not possible to edit records or enter new records in Report Print Preview. You can, however, zoom in and out, access the Setup dialog box, view multiple pages, and print the report.

QUESTION 2

Clicking the Print button on the Report Design toolbar will print _____.

- A. Only the first record
- B. Only the records showing on the first page of the report
- C. All of the records
- D. Only the records you have selected.

Answer: C

Explanation: Clicking the Print button on the Report Design toolbar will print all of the records. If you wish to print only certain records, set the number of copies that print, or send the print job to a different printer, select File, Print, on the Menu bar.

QUESTION 3

To import Access objects from one database to another, _____.

- A. Open the database you will be importing the objects from, then click File, Get External Data, Import on the Menu bar. Choose the database you wish to import to in the Import dialog box, and then select which objects you wish to import.
- B. Open the database you will be importing the objects into, then click File, Get External Data, Import on the Menu bar. Choose the database you wish to import from in the Import dialog box, and then select which objects you wish to import.
- C. Open both the database you wish to import from and import to, select the objects you wish to import, and then click File, Import on the menu bar.
- D. Click File, Get External Data, Import on the Menu bar, then open both databases you wish to import to and from, and click the objects you wish to import in the Import dialog box.

Answer: B

Explanation: To import Access objects from one database to another, you first open the

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database you are importing into, then click File, Get External Data, Import on the Menu bar. Next, choose the database you wish to import from and select the objects which you wish to import.

QUESTION 4

To export a database object to another Access database, _____. (Choose all that apply..)

- A. Click File, Export on the Menu bar, navigate to the database name you wish to export the object into, and click the Export button, then select the object you wish to export from the database window
- B. Select the object name in the database window, right-click and choose Export from the Shortcut menu, navigate to the database name you wish to export the object into, and click the Export button
- C. Click Tools, Export on the Menu bar, navigate to the database name you wish to export the object into, and click the Export button, then select the object you wish to export from the database window
- D. Select the object name in the database window, click File, Export on the Menu bar, navigate to the database name you wish to export the object into, and click the Export button

Answer: B, D

Explanation: To export a database object to another Access database, you can either select Export from the Shortcut menu, or from the Menu bar

QUESTION 5

To copy and paste records from one table into a new table, you must first _____.

- A. Copy and paste only the structure of the source table into a new table
- B. Select the records to be copied, right-click and choose copy from the Shortcut menu
- C. Select the destination record and click the Paste button on the toolbar
- D. Select the records to be copied and click the Copy button on the toolbar

Answer: A

Explanation: If you are wanting to copy records into a new table, you must first copy and paste only the structure of the source table into a new table by selecting the source table, right clicking and choosing Copy from the Shortcut menu, then right-clicking in the database window and selecting Paste from the Shortcut menu. Choose Structure Only from the Paste Table As dialog box, and give the new table a unique name.

QUESTION 6

Which of the following methods is NOT valid for creating Data Access Pages?

- A. Page Wizard
- B. By selecting Tools, Pages, Create on the Menu bar
- C. AutoPage

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D. Design View

Answer: B

Explanation: Data Access Pages may be created by using the Page Wizard, by selecting the New button on the Objects bar and choosing AutoPage, or in Page Design view. There is no Format, Pages, Create option on the Menu bar.

QUESTION 7

_____ are groups of commands that can be executed in one operation.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

Answer: F

Explanation: Macros are groups of commands that can be executed in one operation to simplify repetitive tasks in Microsoft Access 2002

QUESTION 8

To produce professional-looking printouts of your data, _____ are used.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

Answer: D

Explanation: Reports are used to display data in a professional and easy-to-read format. Reports allow you to group and sort data, insert pictures and logos, display totals, perform calculations, etc.

QUESTION 9

_____ are programming statements and procedures written in Visual Basic which are stored together as a group.

- A. Tables

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